

ASA HUTCHINSON
GOVERNOR

LARRY W. WALTHER
DFA DIRECTOR

LOCAL LAW ENFORCEMENT BLOCK GRANT (LLEBG)
REQUEST FOR APPLICATION AND INSTRUCTIONS 2020-2021

Local Law Enforcement Block Grant (LLEBG)

REQUEST FOR APPLICATION (RFA)

DATE RELEASED: January 22, 2021

DUE DATE: Monday, February 22, 2021

(Postmarked no later than February 18th)

PROJECT PERIOD: APRIL 1, 2021 TO May 31, 2021

SUBMISSION

Submit Completed Application:

For Delivered Applications:

DFA-Office of Intergovernmental Services

1515 West 7th Street, Suite 404

Little Rock, Arkansas 72203-8031

For Mailed Applications:

DFA-Office of Intergovernmental Services

1515 West 7th Street, Suite 404

Post Office Box 8031

Little Rock, Arkansas 72203-8031

Please Note: Only Completed Applications Will Be Reviewed

APPLICATION INSTRUCTIONS

The Local Law Enforcement Equipment Grant Announcement, Application Instructions, Forms, other related documents and final reporting documents can be downloaded and/or accessed from the DFA-IGS LLEBG program website <http://www.dfa.arkansas.gov/offices/intergovernmentalServices/grants/Pages/llebg.aspx>

ORGANIZATIONAL DUNS: (Active DUNS Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet on the SF424 and Cover Page. To obtain a number or update registration, call 1-866-705-5711 or access the Dun and Bradstreet website at <http://fedgov.dnb.com/webform/displayHomePage.do>. To update registration and check for status access the SAM.gov website at <https://www.sam.gov/SAM/>.

PLEASE NOTE: An inactive DUNS will delay your municipality/county's award. An LLEBG award will not be issued to a municipality/county with an inactive DUNS.

STANDARD FORM 424:

Complete Standard Form 424. Form and instructions are located on the DFA/IGS LLEBG website.

REQUEST FOR APPLICATION (RFA) – DEADLINE MONDAY, FEBRUARY 15, 2021

The Request for Application (RFA) consists of 25 questions. All questions and/or sections of the application must be completed and submitted by the due date. **PROJECT PERIOD:** APRIL 1, 2021 TO May 31, 2021

APPLICATION COVER PAGE:

Questions 1-24. Complete the application cover which requests information about the applying agency. Please make sure you provide the name(s), correct email addresses and telephone number(s) (with area code) of the persons to be contacted on matters involving the application and the award. Also, provide an alternate contact person with his/her contact information. This is required.

PROJECT NARRATIVE SECTION:

Question #24. Please utilize the Project Narrative Table/Form to provide a narrative. Provide a project narrative to include the proposed use of funds that describes what the awarded federal funds will be used for in reducing crime and/or providing office safety. Clearly identify the proposed purchases or expenditures that the organization intends to make; the purpose of anticipated purchases or expenditures; specific activities or services that will occur; and any projected outcome/results of activities and services. Describe how the purchases will improve the effectiveness of efficiency of criminal justice operations (i.e. decreases in time loss, increases in program quality) and /or increases officer and community safety. **Include at least one measurable goal and objective for the proposed project.**

BUDGET REQUESTED/JUSTIFICATION:

Question #25. Please utilize the Budget Table/Form to provide detailed description of proposed items to be purchased. This form should capture the number of items and the unit cost for each item; the total cost of items; and a brief narrative of how the items will be utilized and the benefit. To assist you, a Grant Fund Guidelines document is posted. This document includes allowable; non-allowable and prohibited purchases and uses. For budget documentation, organizations must attach copies of vendor quotes/bids. **Budget Requests submitted without appropriate documentation will not be approved.**

REQUIRED FORMS, ASSURANCES, AND CERTIFICATIONS:

As part of the awarding process, all sub recipients/sub grantees must complete and sign the required forms, assurances, and certifications required of the DFA/IGS and the Justice Assistance Program (JAG). All forms are posted to the DFA-IGS webpage under grant programs.

W-9 FORM: (For Direct Deposit)

Complete this form only if you have not previously submitted as well as submit a voided check. The W-9 and voided check is required for setting up Direct Deposit.

AREAWIDE CLEARINGHOUSE SUBMISSION:

It is a requirement that the applicant must submit their proposed application to their local Area-wide Clearinghouse for notification and review. The Area-wide Clearinghouse listing can be accessed from the DFA-IGS LLEBG website <http://www.dfa.arkansas.gov/offices/intergovernmentalServices/grants/Pages/llebg.aspx> or the DFA/IGS State Clearinghouse website <http://www.dfa.arkansas.gov/offices/intergovernmentalServices/Pages/stateClearinghouse.aspx>

APPLICATION SUBMISSION -AUTHORIZED OFFICIAL

The authorized official is either the mayor or county judge, unless other official designation has been authorized (i.e. City Manager). All documents and forms that require a signature must be signed in **BLUE INK** by the authorized official. No other signature will be accepted.

REQUEST FOR APPLICATION CHECKLIST(S)

An application checklist has been included below to assist you with the application. The checklist indicates items to be included in the request for application submission.

LLEBG APPLICATION DOCUMENTS (DUE: **MONDAY, FEBRUARY 15, 2021**)

- ☐ **DUNS Active/SAMs Registration Updated**
- ☐ Agency Information and Contact Information (Questions #1-23 Completed)
- ☐ Project Narrative Justification (Question #24 Completed)
- ☐ Budget Requested Justification (Question #25 Completed)
- ☐ Bids/Quotes on Proposed Purchases (Included)
- ☐ Standard 424 Form Completed and Signed
- ☐ DFA-IGS General and Special Grant Conditions Initialed Each Condition and Signed
- ☐ JAG Federal Award Grant Conditions Initialed Each Page
- ☐ Assurances-Non Construction Programs Signed
- ☐ Standard (Federal) Assurances Signed
- ☐ Certifications Regarding Lobbying; Debarment, Suspension Signed
- ☐ Certification Regarding Debarment, Suspension, Ineligibility Signed
- ☐ Equal Employment Opportunity Plan (EEO) Signed
- ☐ 1373 Certification Signed
- ☐ W-9 (if applicable) and Voided Check – For Direct Deposit
- ☐ Certification of Expenditure Compliance Signed

APPLICATION INSTRUCTIONS

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REGIONAL CLEARINGHOUSE SUBMISSION:

It is a requirement that the applicant must submit their proposed application to their local regional clearinghouse for notification and review. The Regional Clearinghouse listing can be accessed from the DFA-IGS LLEBG website <https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/local-law-enforcement-block-grants-llebg> or

the DFA/IGS State Clearinghouse website <https://www.dfa.arkansas.gov/intergovernmental-services/state-clearinghouse-project-notification-review-system/regional-clearinghouses>

APPLICATION SUBMISSION -AUTHORIZED OFFICIAL

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LLEBG REPORTING INSTRUCTIONS

FINAL REPORTING DUE DATE: No Later Than Wednesday, June 30, 2021

PROJECT PERIOD: APRIL 1, 2021 TO MAY 31, 2021

FINANCIAL REPORT (REQUIRED)

Sub grantee will utilize the provided Financial Report form to report actual purchases/expenditures. Copies of the paid invoices and receipts are to be submitted with this report. Missing invoices/receipts will delay grant closing and/or may require a refund from the organization. Proof of payment is required of all final invoices/receipts submitted. Proof consists of bank processed or cancelled checks. Bank images of processed checks should include printed information of when the check was paid/cleared and the amount. Paid receipts and invoice indicating zero balances are allowed as proof of payment. All proof of payments are to be attached and submitted with the final report form. The Financial Report Form can be accessed from the DFA/IGS LLEBG webpage.

<https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/local-law-enforcement-block-grants-llebg>

INVENTORY FORM REPORT (REQUIRED)

The inventory report includes all purchased items under this award. Submit Photos of all items purchased. This is required. Photo documentation is supporting documentation for the inventory report. If the items have serial number labels, please include in the photos. If the item is an apparel with the agency' logo, please provide a clear photo of the logo. The inventory form is completed, signed, and submitted with the Final Report. The Inventory Form can be found on the DFA-IGS LLEBG website.

<https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/local-law-enforcement-block-grants-llebg>

QUARTERLY PROGRESS REPORT (REQUIRED)

The quarterly progress report is a Bureau of Justice Assistance (BJA) Justice Assistance Grant (JAG) requirement for accountability measures. Sub grantees are required to report on performance data and narrative data. This progress report consists of accountability measures of programming and funding. Sub grantees will utilize the provided quarterly progress report form to capture required data. The quarterly progress report form can found on the DFA/IGS LLEBG website.

<https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/local-law-enforcement-block-grants-llebg>

FINAL REPORTING CHECKLIST(S) A final reporting checklist has been included below to assist you with the reporting process. The checklist indicates items to be included for the final reporting submission. **DUE DATE:** JUNE 30, 2021

- ☐ Financial Report Form (To Be Completed and Signed)
- ☐ Invoices and Proof of Payment Attached with Financial Report

- ☐ Inventory Report Form (To Be Completed and Signed)
- ☐ Photo copies of all items purchased attached with Inventory Form
- ☐ Quarterly Progress Report (To Be Completed)

REPORTING SUBMISSION -AUTHORIZED OFFICIAL

Signature of the Authorized Official (Mayor or County Judge) unless other official designation has been authorized (i.e. City Manager) is required on Financial Report Form and Inventory Form. No other signature will be accepted. Signature of the Authorized Official certifies that the submitted report information and documentations are accurate. Final reporting documents must be signed in **BLUE INK**.

All LLEBG Final Reporting Forms Must Be Submitted by Wednesday, June 30, 2021:

Mail Carrier/Hand Delivery:

**DFA-Office of Intergovernmental Services
1515 West 7th Street, Suite 404
Little Rock, Arkansas 72203-8031**

US Postal Mail:

**DFA-Office of Intergovernmental Services
1515 West 7th Street, Suite 404
Post Office Box 8031
Little Rock, Arkansas 72203-8031**